



October 27, 2009

RE: Request for Qualifications (RFQ) – Consultant

The Missouri Highways and Transportation Commission (MHTC) – Aviation Section is soliciting a Statement of Qualifications from professional firms or individuals with experience in consulting. A Statement of Qualifications provides information about a company, its experience, past performance, and specific capabilities.

The proposed work may include; implementation strategies and meeting facilitation, the required services will include, but are not limited to: consultation, implementation strategies, meeting preparation, meeting attendance, meeting facilitation, consensus building and necessary incidental services. Work is expected to be funded under the Missouri State Aviation Trust Fund.

MoDOT reserves the right to reject any and all submittals. This request does not obligate the MHTC to pay any costs incurred by respondents in the preparation and submission of qualification statements.

RESPONSE CRITERIA

The Qualification Statements are to be informative and contain required information to be considered, however, they should be as concise as possible. Qualification Statements must include:

- Your organization:
 - Letter of intent to submit qualifications signed by an authorized party of your firm.
 - Contact/Firm name, address and telephone number.
 - General firm information including but not limited to age of the firm and meeting facilitation consulting services history.
 - Describe how your firm's work is distinguished from that of your competitors.
- Consulting Team:
 - Name and resume of person(s) responsible for performing the work described in this RFQ. The inclusion of detailed educational qualifications and previous work assignments is essential.
- Recent Experience:
 - List current clients, including state government clients if applicable.
 - Provide a minimum of three references for similar services provided. This shall include the firm name, a brief description of the services provided, name of a

- contact person familiar with the services provided, their telephone number and email address.
- Describe capacity to perform work in the allotted time.
- Describe capability to complete projects within budgets.
- Proposed fee schedule: Provide hourly rates and any other fees anticipated for the consulting services. This may include but is not limited to hourly rates of personnel, fixed charges, typical all-inclusive fees, or other methods your firm uses which will enable the department to estimate the range of costs that could be expected.

SUBMITTAL REQUIREMENTS

Qualification Statements must be received no later than November 05, 2009, at 10:00 AM local time. For assistance or questions please contact Leann Kottwitz, Senior General Services Specialist at 573-751-3685.

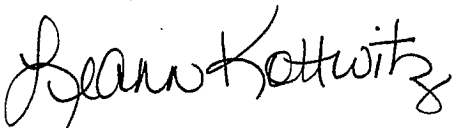
Responses to this RFQ must be submitted in hardcopy. Sealed envelopes containing the hardcopy RFQ can either be:

Hand Delivered or mailed to

Leann Kottwitz, CPPB
Senior General Services Specialist (Physical Address)
Missouri Department of Transportation
1320 Creek Trail Drive
Jefferson City, MO 65109

Leann Kottwitz, CPPB
Senior General Services Specialist (Mailing Address)
Missouri Department of Transportation
P.O. Box 270
Jefferson City, MO 65102

Sincerely,



Leann Kottwitz, CPPB
Senior General Services Specialist